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Capital Planning Minutes 11-15-2001

Capital Planning Committee
Meeting Memorandum
November 15, 2001

In attendance were:

- * Steve Andrew
- John Bilafer
- John FitzMaurice
- Charles T. Foskett, Chairman
- Nancy T. Galkowski
- Dave Kale
- Anthony T. Lionetta
- A. L. Minervini
- Barbara Thornton

* Denotes those not in attendance.

1. **Meeting Minutes:** Minutes of the November 1, 2001 meeting were reviewed and approved.
2. **Budget Outlook:** Charlie F. noted perspectives on the economy as they relate to budget planning. The State is projecting a shortfall of \$1.4 billion. Plans to make up the shortfall include cutting back on aide to cities and towns. It is unlikely that we will see a significant reduction this year, however, next year there very well may be a problem. Aide \$'s may be at levels less than or just over what has been provided this year. At the local level, anticipated receipts are lower than forecasted by about half. Local receipts amount to 15% of the Town's revenue. All this will negatively impact the Capital Plan's growth.
3. **SBAB related Impacts:** Charlie F. reported that the State is looking to revise its eligibility criteria, as well as reduced the amount of money put into the program. This will mean that Arlington's present school projects, now under construction, while on the approved list will not have reimbursement realized for a number of years. (Say 5 to 6 years). This will mean the Town will have to carry more cost of debt for a longer period of time than originally intended. The Capital Plan will be negatively impacted. Also, other future school projects are in question.
4. **Some Good News:** The Debt Schedule shows numbers for FY03 are very close to the amounts forecasted for FY03 last year.
5. **ConCom Requests:** ConCom requests were reviewed and approved. The \$15,000 requested for Aquatic Weed Harvesting will be reduced by the amount of the remaining balance in prior years. (Al M. to check whether \$2,750 or \$5,000 plus/minus). Cook's Hollow bank treatment was approved given that this is cultivated area along Mill Brook. Otherwise, the CPC would question why we would not just let nature take its course. CPC questioned why ConCom has no future requests. Tony L. will pass along a reminder to the ConCom about identifying future needs.
6. **Fire Station Study:** Barbara T. reported on communications with the Fire Director on the Fire Station Study.

Work of the consultant is ongoing, but moving slowly in that the key fire professional on the team was called into services as a result of September 11th. It seems that, while preliminary courses of the study effort were initially a concern to him, things are now coming into a rational focus. Nancy G. noted that the concept of a new Fire Station at Poet's Corner was passed onto the consultant. However, their approach will still be to first look at two vs. three stations, followed by deployment and so on.

Also reported was the worsening condition of the floor slab at the Park Circle Station.

7. **Fire Requests:** Dale K. reviewed the Subcommittee's thoughts on Fire requests. (Handout provided including a summary spreadsheet). Key comments are to postpone a decision on design fees for the new Park Avenue Fire Station (\$220,000) until the Fire Study is completed and shift the Reverse 911 Request (\$40,000) to the IT plan. All other requests were approved subject to final plan review and financial limitations.
8. **Records Retention:** Al M. presented a revised request by the Board of Selectmen for Records Retention. The request is for \$25,000 per year for the next five years. Continuance beyond the five years is likely. The Subcommittee recommended that the request be raised to this level. (Previous requests were for \$15,000 per year for two years)

Nancy G. agreed to be the point person on this effort responding to CPC's concerns that somebody needed to take overall responsibility for records retention. Some steps have already been taken in this area by the Treasurers office.
9. **Next Meeting:** November 29, 2001. The Agenda for this meeting is to review School, Finance and Public Works requests. Also noted is that Superintendent Donovan will be in attendance.